

**EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HCMALL 15/22**

OPEN TO: All interested candidates
POSITION: Mail Clerk, FSN-3
OPENING DATE: May 12, 2015
CLOSING DATE: May 26, 2015
WORK HOURS: Full-time, 40 hours/week
LENGTH OF HIRE: Long term. Actual filling of the position is contingent upon the availability of funds.
ANNUAL SALARY: Ordinarily Resident: **US\$4,613.00 (Starting salary)**

The Consulate General of the United States of America in Ho Chi Minh City is seeking an individual for employment for the Mail Clerk position in its Information Resources Management Office.

NOTE: ALL APPLICANTS WHO ARE NOT FAMILY MEMBERS OF U.S. GOVERNMENT EMPLOYEES MUST HAVE RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTIONS OF THE POSITION

Incumbent of the position handles mail and pouches and is responsible for all mailroom functions; sorts and distributes mail, processes incoming diplomatic pouches, and prepares diplomatic pouches for dispatch. The incumbent must transport, receive and deliver, load/unload, identify and verify all incoming/outgoing Diplomatic Post Office (DPO) mail and unclassified diplomatic pouches for accountability; maintain all required paperwork; physically move material as required utilizing dollies, hand trucks and other similar material handling equipment; ensure all security standards are met for proper storage and handling of registered, certified and pouch material. Under the direction of and with the assistance of supervisor, the incumbent prepares paperwork and obtains host government approvals for classified pouch shipments; drives the mail truck and assists supervisor with expeditor functions at the airport for classified pouch exchanges.

QUALIFICATION REQUIREMENTS

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school is required.
2. Must have at least one year of work experience in a customer service position that requires record keeping and basic computer use.
3. Must have abilities to 1) acquire thorough knowledge of State Department Pouch operations, airport air cargo operations and local customs regulations; 2) lift 30 kg packages, 3) operate various machines associated with mail handling operations, 4) deal tactfully and diplomatically with Vietnamese government officials as well as personnel using mailroom facilities, 5) ensure delivery of quality customer service.
4. Must have a valid Vietnamese driver's licence with both classes A1 and B2 allowing operation of the mail truck and/or motorbike .
5. Must have basic computer skills and working knowledge with Microsoft Office applications.
6. Level 2 (Limited) Speaking/Reading/Writing English is required (this will be tested).
Level 2 (Limited) Speaking/Reading/Writing Vietnamese is required.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

Please see [post eligibility & qualification requirements](http://hochiminh.usconsulate.gov/jobs.html) on the Management Office intranet (Sharepoint) or on the Consulate website <http://hochiminh.usconsulate.gov/jobs.html>.

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed Not Ordinarily Residents (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold U.S. Mission Regional Security Office (RSO) and Health Unit clearances.

HOW TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff (DS-174) or a combination of both DS-174 (sections 1 – 24) along with a listing of the applicant's work experience attached as a separate sheet. The DS-174 form is available on the U.S. Consulate website <http://hochiminh.usconsulate.gov/jobs.html>.

Applications should be submitted through email to the address: HoChiMinhCityHR@state.gov

Subject line must be: (HCMALL 15/22) or your application may not be considered;

We will only accept applications by email. Please do NOT attach a photo on an application form or resume.

2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

CLOSING DATE FOR THIS POSITION: MAY 26, 2015.

(All applications must be received by the closing date to receive consideration. Please wait to hear from us within 4 weeks from the closing date.)

The U.S. Mission in Vietnam provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.